

## CITY GOVERNMENT

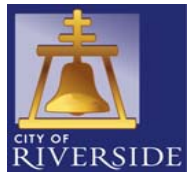
The City of Riverside was incorporated in 1883 and operates under the Council-Manager form of government established by City Charter in 1953. Seven members make up the City Council, elected for four-year terms by geographically designated wards (districts). The Mayor is elected at large and serves as Presiding Officer of the Council, interprets policies and programs to the community, and serves as official head of the City for ceremonial purposes. The Mayor has a voice in all Council proceedings but votes only to break a City Council tie-vote. Members of the Council select a representative from among themselves to serve as Mayor Pro-Tempore. The City Council appoints the City Manager, City Attorney and City Clerk in conformance with the City Charter.

The City's total budget of \$790.3 million reflects a regular full time staff of approximately 2600. The City provides all traditional municipal services and also operates electric and water utilities, a municipal airport, library, and museum.

The City Manager indirectly supervises all City departments. Assistant City Managers supervise the departments of Public Utilities, Police, Public Works, Fire, General Services, Human Resources, Information Technology, Museum, Library, Community Development, Development, Airport, and Parks, Recreation and Community Services, as well as the City's financial operations.

Riverside emphasizes public participation through 17 advisory boards and commissions which review issues and make recommendations on a broad range of topics.

## APPLICATION AND SELECTION PROCESS



*An Equal Opportunity Employer*

**APPLY ONLINE:** [www.riversideca.gov/human](http://www.riversideca.gov/human)

Marni Noll  
Human Resources Department  
3780 Market St., Riverside, CA 92501  
(951) 826-5715—Fax (951) 826-2552

**Applications will be accepted until the position is filled. Review of applications will begin immediately. To be considered, please submit an on-line City application available at: [www.riversideca.gov/human](http://www.riversideca.gov/human).**

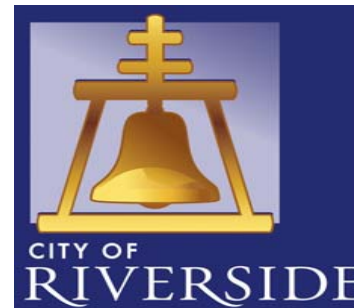
Applications will be reviewed in relation to the criteria outlined in this brochure. Applications will be screened and successful candidates may be invited to compete in the selection process. Candidates meeting the minimum qualifications will be placed on an eligibility list which will remain in effect for six months. The eligibility list may be terminated or extended dependent upon supply and demand needs. Riverside does not reimburse candidates for any expenses incurred as a result of this recruitment.

*Our core values are integrity and credibility; commitment to service and action; accountability, inclusiveness and diversity; loyalty, personal growth, innovation and teamwork.*

# The City of Riverside

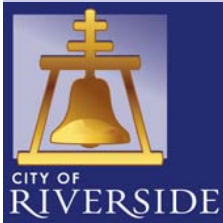
**We are seeking a dynamic professional to serve as  
Construction Inspector II  
(Public Works)**

**Monthly Salary Range: \$4,619 – \$5,612\***



**Be a part of this exciting, creative and cooperative environment where you can make a difference. This is an exceptional leadership opportunity in a fast-paced, technologically-oriented and community-focused organization.**

## THE POSITION



There are current vacancies in the Engineering Division of the Public Works Department and the establishment of an eligibility list for future vacancies.

This is technical field work in the inspection of public works constructions projects. Work involves the responsibility for inspecting workmanship and materials involved in a variety of public works construction projects, including but not limited to roadways, traffic signal coordination, storm drain systems, sewer lines, and public facilities for conformance with plans, specifications and departmental regulations. Work is performed independently, requiring the exercise of judgment and initiative in interpreting and enforcing project requirements, adapting to unexpected construction problems and maintaining good public relations with affected property owners. Prepares clear, concise and thorough daily project inspection reports, and quantity calculation sheets.

## EXAMPLE OF DUTIES

In addition to the information above, typical duties of the position may include:

- Review plans and specifications of assigned project with construction supervisor.
- Inspect materials for identification as conforming to specifications.
- Take samples of materials for examination or analyses by laboratories.
- Perform routine field tests.
- Observe and properly document work during progress and upon completion on daily diaries.
- Prepares clear, concise and thorough daily project inspection reports, and quantity calculation sheets.
- Check line, grade, size, elevation and location of structures.
- Record amounts of materials used and work performed.
- Indicate location of various appurtenances on plans.
- Document and take appropriate action regarding safety and/or National Pollution Discharge Elimination System violations.
- Process contractor payments.
- Inspect adjacent properties for damage from construction activity.
- Confer with property owners regarding project schedule, hazards and inconvenience.
- Coordinate work with other City departments and utilities.
- Help locate other utility structures ahead of work sites.
- Schedule service interruption with least interference and least inconvenience to properties.
- Prepare as built plans for completed projects.
- Perform other duties as assigned.

To view the complete job description, including the required knowledge and abilities, please go to our website at [www.riversideca.gov/human](http://www.riversideca.gov/human).

## EDUCATION AND EXPERIENCE

**Education:** Equivalent to the completion of the twelfth grade, preferably supplemented by college level math or engineering related courses.

**Experience:** Two years' experience comparable to that of a Construction Inspector I in the City of Riverside. Two year minimum experience with supervising street improvements including the placement of dry utilities, storm drain, sewer, water, concrete curb and gutter, sidewalks, landscaping and miscellaneous grading.

## COMPENSATION AND BENEFITS

- **The monthly salary range for this position is \$4,619–\$5,612.\***
- **Retirement**—The City is a member of the State of California Public Employee’s Retirement System (PERS) and provides employees with the 2.7% @ 55 formula. The City also pays the employee’s contribution toward the plan.
- **Health Insurance**—The City offers seven health insurance plans and contributes up to \$800 per month for employee and dependent coverage.
- **Dental Insurance**—The City provides three dental insurance plans and contributes up to \$45 per month.
- **Life Insurance**—The City provides and pays for term life insurance.
- **Leave Benefits**—Includes all typical vacation, sick leave, bereavement leave and holiday benefits.

*\*Appointment may be made at any step contingent upon qualifications of the candidate.*

## THE COMMUNITY



Recently named one of “America’s Most Livable Communities”, Riverside is the largest city within one of the fastest growing regions in the country. As the 12th largest city in California, Riverside has a diverse population of approximately 300,000, covering over 85 square miles. Strong elected, civic, and business leadership has enabled a diversified economy, balanced land uses, quality developments, cultural amenities, and a progressive outlook that supports the community today and well into its promising future.

The City is centrally located in the Inland Empire Region approximately 60 miles east of Los Angeles and 100 miles north of San Diego. As the City has continued to develop into one of the most economically powerful cities in Southern California, it has maintained its historic virtues and cultural roots.